STUDENT NOTEBOOK

RMIS - Tips, Tools and Techniques

August 22, 2002

Bring This Notebook To Broadcast

TABLE OF CONTENTS

UNITS

APPENDICES

FORMS
Broadcast Fax Form
Help Session Fax Form

INTRODUCTION AND HELPFUL HINTS

What is this Student Notebook? It contains notes, references and forms to support the broadcast and RMIS help sessions. This notebook supplements other RMIS guidance materials but **_does not_** replace the RMIS User Guide or web site references.

How Does the Notebook Relate to the Course Management Tool? The RMIS Course Management Tool is the primary site for general course information. It has your assignments, schedules, pre/post assessment and final evaluation form.

What Should I Do Before Broadcast?

- Review the entire student notebook - be sure to bring it to class
- Download and review the RMIS User Guide:
- Ensure downlink coordinator has set up room and tuned satellite dish
- Inform your manager and supervisor that you are in training for 3 hours
- Clear your schedule of phone calls, meetings and other interruptions

What are My Roles During Broadcast?

- Bring this student notebook to broadcast and follow along with the instructors
- Be an active participant and use the Push-to-Talk capability
- Take notes during the broadcast
- Ask questions of instructors
- Participate in all exercises

How Do I finish This Training?

- Complete post class assessment found on Course Management Tool - Lotus Notes

- Complete the course evaluation found on Course Management Tool - Lotus Notes

NTC will then update your training transcript once you complete the assessment and evaluation.

Broadcast Schedule and Key Telephone Numbers

City	PTT Check-in	Program Starts	Program Ends
Anchorage and Fairbanks	7:30 am	8:00 am	11:00 am
Sacramento, Portland, Phoenix, Reno	8:30 am	9:00 am	12:00 noon
Denver and Salt Lake	9:30 am	10:00 am	1:00 am
Milwaukee and Jackson	10:30 am	11:00 am	2:00 pm
Washington, DC	11:30 am	12:00 noon	3:00 pm

1. Push-to-Talk phone number: 1-877-345-0255
    Access Code: 21199
    Leader's name: Chip Calamaio

2. If you have a problem with push-to-talk, call: AT Products 1-800-848-2205

3. For satellite reception problems: 602-906-5620
    For all other problems: 602-943-2279

4. If your push-to-talk system does not work, you can still phone or fax in questions:
    Phone: 602-943-2279
    FAX :   602-906-5701

Help Desk Schedule and Telephone Numbers

City	Thursday 8/22	Friday 8/23
Anchorage and Fairbanks	12 noon - 3:30 pm	7:00 am - 10:30 am
Sacramento, Portland, Phoenix, Reno	1:00 pm - 4:30 pm	8:00 am - 11:30
Denver and Salt Lake	2:00 pm - 5:30 pm	9:00 am - 12:30 pm
Milwaukee and Jackson	3:00 pm 6:30 pm	10:00 am - 1:30 pm
Washington, DC	4:00 pm - 7:30 pm	11:00 am - 2:30 pm

Help Session call numbers are: 602-906-5689 and 602-906-5666
To fax in questions for Help Session: 602-906-5701

Unit 1 - IMPORTANCE OF DATA CALL

A. Opening Comments - Harold Johnson, Barstow Field Office

1. Purpose of Training

   • Help you understand RMIS better
   • Help you improve your data entry skills
   • RMIS data is important measure of BLM's overall performance
   • If you systematically input data, it's more reliable
   • Input data monthly - less time on your part

2. Reminders

   • Use your push to talk microphone to interact with instructors
   • If problems such as echo - log off the bridge and call ATT Products
   • If problems not fixed, you can still view/hear broadcast. Use NTC's traditional fax and phone numbers on page ii.

   Green Light: Instructors open for questions
   Red Light: Hold you questions until the green light

Overall Course Objectives

• To reinforce the importance of RMIS data
• To demonstrate basic and new features
• To review key recreation visitation concepts
• To explain visitor use formulas
• To demonstrate time-saving data entry
• To identify critical dates for RMIS data
• To provide additional sources for information

Notes from Washington Office Message - Fran Cherry, Rob Roudabush

Both DOI and BLM Strategic Plans address recreation

RMIS reports show visitor trends/conditions/workloads

BLM's story is being compared to sister agencies (NPS, FS, FWS)

Recreation is being elevated as major theme in FY 2004

Benefits to NLCS

Recreation data can hurt or help us

Erratic/contrary data hurts building public and Congressional support

BLM's recreation data will come under additional scrutiny

Days of throwing any old number into RMIS area over

RMIS data will be increasingly used, internally, to assess workloads

Field managers should become familiar with RMIS, and stand behind the data

Other points made by the Washington Office Panel

(Place for you to write additional notes)

Unit 2 - RMIS Basics - Log-in, Office, RMA and Site Pages

Instructor: Tina McDonald, Recreation Program Lead, Colorado SO

Unit Objectives

- To explain the difference between a "guest" and "office" RMIS User
- To explain the basic organization of the Office, RMA, and Site Pages
- To identify where this information can be found in the RMIS 3.1 User Guide

Login

- Login as specific office or as a guest
- Specific offices can edit database, view database, run reports
- Guest can only view data and run reports

  Note: If you don't know your log in name and password -contact a RMIS Team Member. See list on Appendix A

A. Office Page

Definition: Offices are at least two or more RMA's, including at least one special and one extensive RMA. Additional information is added to RMIS at the Office level, including Partnerships and Agreements, Special Recreation Permits, National Landscape Conservation Areas, Golden Passports issued, office address, phone and similar information.

Office page basics:
- Office page is your home page
- Left side navigation buttons varies with each Office, depending on what resources
- Blue highlighted items can be edited
- Good time to check and update your office information
- New data fields - primary RMIS contact and their email address
- CBS, CBS SRPs, CBS Golden are new to the menu bar

B. RMA Page

Definition: Recreation Management Areas (RMAs) are administrative sub-units of a Field Office that serve as basic land units for recreation management.

Important data fields to check for FY 2002

OHV designation acreage
- It summarizes the OHV designated acres by category
- Acres you list in each OHV designation category sums to provide total acres in RMA, then office acres, and finally total acres managed by BLM

Note: Refer to the RMIS 3.1 User Guide for additional details

C. Site Page

Definition: Sites are associated with a RMA and is located where visitor use is reported. The site information screen shows information about a selected site: number of site visits this fiscal year, visitor use formula used for the site, and any corridor segments whose formula references this site and the number of visits for each.

Sites include:

- Developed recreation facilities with an identifiable boundary which are also listed in FIMMS
- Sites and areas which are managerially significant, but without facilities (not in FIMMS), such as intensive use areas, boating access points wilderness access points.
- "Dispersed Use Areas" which is the acreage left over within the RMA, once the recreation sites with and without facilities are identified.

The following generally should not be identified as "RMIS" sites

- Designated areas, such as wilderness areas
- River, road, and trail corridors or segments

Site Page Basics and Hints to Improve Your Data

- Site name: official name for developed sites, common name for others
- Real Property Number - should be consistent with FIMMS
- Primary Site Type - list the best description
- Latitude and longitude - can be entered at site level. Can also be GPS point
- New: Current Fee Authority - identify if visitors are required to pay fees to stay
  Please update this prior to end of the year
- Inactive Site Box**:** Put your old sites in the warehouse for storage, along with historical information
- Off Public Lands Box: Offices and contact points which are not on public lands
- Interpretive Types: Show varies types of interpretative media

Question?   If I wanted to find out who the primary RMIS person was in an office, which page would I go to _____?

Answer:

Question? You can get to the "add visitor use page" from several different pages, but visits are only added to _____?

Answer:

Question? If you just finished a new land use plan, and wanted to create new RMAs, how would you create these new RMAs in RMIS?

Answer:

Unit 3 - New Features in RMIS

Unit Objectives:

- To inform students that recreation revenues are no longer recorded in RMIS
- To introduce the Collections and Billings System (CBS) and new terminology
- To show the relationship between RMIS and CBS
- To demonstrate new ways to access recreation revenue information
- To describe the procedure to amend CBS entries

A. Recreation Revenue in CBS

- Since Oct 2001 recreation revenues have not been entered in RMIS
- Main reason for changes - to eliminate duplicate entries and ensure revenue figures were same as FFS
- Revenue information generated from CBS use for the PLS report
- Number of permits issued still required in RMIS

    SRPs, active and issues (program element NW/NX & EA)
    RUPs, (program element EA)
    LTVA, (program element FH & NW)
    Entrance Permits

  Can track active and issued permits
- Suggest entering your permit numbers monthly - then use Reports 34, 34a, and 14.
- Permit count can be used for MIS updates of program elements.

- FY02 will be the last year to enter permits into RMIS, will be counted in CBS

See Appendix B for an example of PLS Report for FY 2001, Table 4-3

See Appendix C for examples of 3rd quarter FY 2002, Table 4-3

CBS Terminology

- Collection & Billings System (CBS), Bureau wide system for all revenues collected.

- Commodity - highest level of collections (examples):
     Recreation – SRPs
     Recreation – Entrance Fees
     Recreation – Use Fees/RUPs
     Recreation – Special Area SRPs

- Subject - further identifies the commodity, usually an area name and project number (examples)
   - Barstow FO CF03
   - Bishop CF10
   - Anasazi CO02
   - El Centro-Hot Springs LTVA CF03
   - Upper Colorado River CO07

- Action - the lowest level of identifying the collection (examples)
   - Commercial, Competitive, Organized Group/Event
   - Goodale Creek (weekend, cabin)
   - Annual, Person
   - Hot Springs LTVA (weekly), Special LTVA (weekly)
   - Late Fee

Examples of commodity, subject and actions together:

Commodity	Subject	Action
Recreation – SRPs	Barstow FO CF03	Commercial Competitive Organized Group/Event
Recreation Use Fee/RUPs	Bishop CF10	Goodale Creek (weekend, cabin)
Recreation Entrance Fee	Anasazi CO02	Annual Person
Recreation - Special Area SRPs	El Centro Hot Springs LTVA CF03	Special LTVA (weekly) Special Area (seasonal)
Recreation - Other	[BUREAU-WIDE]	Late Fee

It's very important that your office's information in CBS is correct. You'll need to work with your field office CBS contact or your state's contact. See Appendix D.

CBS Report

- Accessing CBS is available to any BLM employee
- See Appendix E for instructions for CBS Brio reports
- It important to verify info within CBS

Recreation Revenue in RMIS

RMIS User can find transaction reports downloaded into their office and site pages

- On office page screen - there are CBS buttons corresponding to Golden Passports and SRPs
- On site page screen - there are CBS buttons on permits stored at site level (RUPs, Entrance Fees, Lease Fees)

Recreation Revenue Reports in Brio
- In development stage
- By end of this FY - plan to have this button on your office menu
- Data will be downloaded to RMIS from CBS on nightly basis

Interactive Scenario

Question: Today is Aug. 22nd and John your manager has just come into your office and requested the number of special recreation permits that are currently active and how much revenue has been collected this year for SRPs. How would you proceed?

Answer:

B. Office Code Updates in RMIS

One of priority projects in RMIS is to update office codes since we will eventually be sharing budget and work load measure info between CBS, RMIS and MIS

- Many codes are obsolete with new or reorganized offices
- Historical information will be moved from "old" offices to "new" offices
- Once changes are made, we should be able to
    Retrieve data with the proper office code
    Interact with other databases at the office level

Unit 4 - New Requirements for OHV Designation Reporting

Mark Goldbach, Recreation Program Lead, Wyoming SO

Unit Objectives

- Explain the reasons for adding additional categories of OHV designations in RMIS
- Report results of States efforts to re-spread "limited" designation acreage
- Explain the importance of keeping RMIS data current

A. New OHV Designation Classifications in RMIS

Why OHV information needs to be split out?
- Better record keeping and subsequently more effective OHV management.
- More precise record keeping enhances our ability to respond to public inquiries
- Public organizations are requesting information
- Others in BLM will use this OHV designation data

Approximately 2/3 of the RMIS reporting units have made the necessary adjustments.
- The name of old "limited" data element was changed to "other"
- Two new data elements were added: Limited to Existing Roads and Trails; Limited to Designated Roads and Trails.
- A limited subtotal column was added

B. Importance of Keeping RMIS Data Current

- As land use plans and OHV designations change from "Open" to "Limited" categories - we need accurate records of these revised designations

- We can use RMIS to full capability by accurately tracking designations limited use designations

- Accurately display the status OHV info

- In future, show all 7 major "limited" use categories and combinations designated by Field Office

See Appendix F for Pinedale Resource Management Plan OHV Designations

Unit 5 - Visitation Concepts

Don Applegate, Recreation Program Lead, Arizona SO

Unit Objectives

- To review the key concepts of recreation visitation
- To demonstrate techniques for estimating recreation visits
- To demonstrate how to program RMIS to calculate visitor days of primary activities

A. Reporting Requirements

- Agencies required to report recreation use to Congress
- Visits and visitor days are standard units for Public Land Statistics
- Specialists must make the best professional judgment

DEFINITIONS:

Visit: Is the entry of any person onto lands or related waters administered by the BLM for any time period. A same day re-entry, negligible transit, and entry to another recreation site, within, or to a detached portion of the management area, on the same day is considered a single "visit."

Recreational Visit: The entry of a person onto BLM lands or waters for recreational purposes

Note: Don't record visits where people pull off a highway to stretch or when you inspect a site

Visitor Day: Is equivalent to 12 visitor hours

Visitor Hour: is the sum of minutes of one or more persons in an area for continuous intermittent, or simultaneous periods of time aggregating one hour

(i.e.; one person for one hour; two persons for 30 minutes each; or 10 persons for 6 minutes each).

Average-Length-of-Stay: The duration in hours of the average visit to a specific area, site, or management unit

There is a link in the RMIS User Guide to "Guidelines for Reporting Recreation Visitation on Public Lands"

Question: Have 6 hikers on a trail for 8 hours each, how many visitor days does that equate to? _____

Answer:

B. Examples of Data Sources

- BLM Sites with Recreation Use Permit Counts
- BLM Sites with Registrations (Trailhead, for example)
- BLM Sites with Special Area Permits
- BLM Patrol Records (Rangers, Rec Techs, other Specialists)
- BLM Roads with Traffic Counters
- BLM Trails with Trail Counters
- State Highways through or adjacent to BLM Area with Traffic Counters
- Game Management Units with hunting/fishing records which correspond to the BLM Area
- Other Federal, State, or Local Agency Recreation Attractions adjacent to area with visitor or traffic counts.

What other sources can you think of?

- _____

- _____

- _____

Note: The quality of data source determines complexity & accuracy of what is reported

Every place, site or management unit has different

- levels of use
- diversity of types of use
- patterns of use
- data available
- local knowledge of use patterns

Activity: A specific recreational pursuit undertaken by a visitor

Participant: A visitor on a single visit who engages in one or more activities on public lands.

Question: How can a person be one visitor, but several participants on the same visit?

Answer:

D. Role of RMIS:

E. Formulas

Formulas are the magic inside RMIS. You build formulas for sites, dispersed areas, corridor segments, and special recreation permits.

To make RMIS put this magic to work, you need four bits of information. One is the actual **number of visits** that occur at the site. The three other bits are variables in your formula.

Formulas are established to record:

- **Activities** occurring on site or in area
- **Average amount** of time participant spends during activity
- **Percent of visitors** that participate in each activity

Complexity of formula should not be greater than source of data
Intent is to capture primary, unique, or other activities that are management issues

Scenarios: Wizard Point

The following section of the class will be built around a mythical BLM recreation site–Wizard Point.

You should follow the discussion to see how raw data, knowledge of the use patterns, and your professional experience can help estimate visits and visitor days through each scenario, starting with a basic recreation site and going to increasingly more complex situations.

Wizard Point #1 Objectives:

- the four variables needed for RMIS formulas
- a critical question to ask when interpreting data from any site (how to approach the interpretation of site data to get the information you need)
- a formula complexity paradigm to remember
- what a RMIS formula calculates internally

QUESTION: What 3 things does a formula record?

ANSWER:

The quality of the data source should determine the complexity and accuracy of what is reported

Compliance Ratio: May be needed to get total number of visits

QUESTION: Why would you develop a ratio of the number of registered visitors on patrol days to the number of registered visitors on non-patrol days?

ANSWER:

QUESTION: What is the best data source to use?

ANSWER:

QUESTION: How should the raw data from the trail register be interpreted?

ANSWER:

Wizard Point #2 Objectives

Using ratios to analyze raw data

Things to consider when deciding on a data source

Problems caused by mixing raw data

How a recent evolution of RMIS can help keep your data pure

QUESTION: How can the trail activity register help determine the number of river activity visits?

ANSWER:

Things to remember!
- The total of participation percentage variables in a RMIS formula must equal or exceed **100%**

- Participants can NEVER be added to provide a total of visits - because it will result in double, triple, ... of more counting of the same visitor that engaged in multiple activities. Participants do not equal visits

- The amount of derivations and assumptions you have to make are things to consider when deciding a data source

Counting Vehicles
- Determine the ratio of vehicles observed on patrol to those never seen

- Determine the average number of visitors per vehicle

- Calculate the total vehicles based on the counted vehicles and multiple by the number of visitors per vehicle

- The result is usable data (i.e., interpreted raw data) for the number of visits.

Tips:

- One of the things to consider in determining if this data source is the one for you is whether or not you can get the necessary baseline information to make it work. You'll also need to figure out how you will continue to collect the raw data reliably.

- More things to consider are our formula paradigm and whether or not the data is getting so much interpretation that it is diluted in value

- There are problems caused by mixing raw data from different sources

- RMIS was changed to allow you to enter data not only at sites but also in polygons such as river or trail corridors. Not only that, you can design different formulas for each one, and have all the visit data be reflected at a site. This was done as a result of the need for information specific to NLCS areas, but the design change had an even greater positive impact

QUESTION: What is the first question to ask when interpreting the raw visitation data about the site?

ANSWER:

Wizard Point #3 Objectives:

- how to average different user groups doing the same activity with different patterns into one formula,

- how the latest RMIS design concepts can be used to advantage

- how the old solution of multiple formulas for the same site can still be a viable way to go.

- the simple advantage of keeping it simple

(Space for you to sketch Wizard Point Site)

QUESTION: Should the site host be considered a visitor for RMIS reporting?

ANSWER:

QUESTION: What is the first question to answer when interpreting the raw data?

ANSWER:

QUESTION: What is the data source that will be used to determine the number of visits?

ANSWER:

Averaging the participating variables of a formula

Average-Length-of-Stay Errors: You can check each of your sites for this error by running the RMIS report that lists your formulas and mentally calculate what would happen if you only had one visitor at the site for a year. Hour many hours would total up to be? If it reasonably close to the average length of stay, you're OK. If it's way out of whack... it's time to go back to the drawing board.

Handy Formula Tool:

Unit 6 - RMIS Wizardry

Larry Ridenhour, Outdoor Recreation Planner, Snake River Birds of Prey NCA

Unit Objectives

- How to use common Windows shortcuts to help with data input
- How to create a Visitor Use Formula in RMIS
- How to ADD visits directly to sites
- How to ADD visits through SRPs and Corridor
- How to ADD visits to all of the sites in an RMA at one time

A. Windows Shortcuts in RMIS

- RMIS works like other "Windows" based programs
- Use combination of keys and mouse to save time
- Ctrl and Shift Keys for multiple selection

Ctrl X   Cut
Ctrl C   Copy
Ctrl V   Paste

B. Creating Visitor Use Formula

- Before input your visitor use - must create formula

- Add Visits into RMIS
    Single site
    Through Office Page

Question: Anyone else have any helpful hints?

- _____

- _____

C. Basics of RMIS Partnership Database

- Lists all partnerships and agreements
- Can include annual and multi-year agreements
- Can list purpose, accomplishments to date, and dollar amount

D. SRP Basics

- To change info, click on blue highlighted SRP ID number
- It lists only active permits - so need to input your current SRPs
- To view expired permits - click on "Show Expired" button

1. Creating New SRPs

   - Use the new button - fill in needed info
                     or
   - Open an expired SRP - use COPY button to create a new from an old one

2. Creating SRP Formula and adding visits

   - Since SRPs occur at multiple sites - RMIS allows you to distribute visits to those multiple sites

   - Indicate where the visits are assigned to each of sites

   - SRP use recorded same as corridor use - a given amount of use is allocated to one or more sites.

SRP points

   - SRP Address Book like a nationwide phone directory

   - Good place to see if Permittee exists elsewhere

Unit 7 - Standard Reports and Queries

Tina McDonald

Unit Objectives

- To provide a listing of the RMIS standard reports
- To highlight new standard reports, (example is NLCS)
- To demonstrate how to retrieve a standard report
- To demonstrate how to use query function

A. Standard Reports

A current listing of Standard Reports in will soon be posted on RMIS User Guide

Visitor Data entered today will not be tallied in standard reports until after midnight tonight.

The standard report function uses Acrobat reader. You may need the instruction found in the **Appendix H**

New NLCS reports were created for the National NLCS Group
    #72, NLCS Units Visits & Visitor Day by type (Detail)
    #71, NLCS Units Visits & Visitor Days by type (Summary)
    #72o, NLCS Units Visits & Visitor Days by Office

Note: Wilderness Studies areas are included in these reports

B. Query Function

1. The query function key is found on the Office Information page

2. Queries can save you time

3. The query page can provide
   total of visits, permit numbers and past years fees collected
   averages
   sort by ascending or descending order

Question: What are some examples of useful reports that you have run in the field?

Answer:

C. Training Database

- You can use the database that we used today
- You can do anything to this data
- Try this out risk free at RMIS web site:

rmis.azso.az.blm.gov/scripts/Webobjects.exe/RMIStraining.woa

Unit 8 - Post Deployment Review and Data Calls

Anthony Bobo, Business Practice Specialist, National Recreation Group

Unit Objectives

- To inform users about RMIS Post Deployment Review
- To inform offices about critical dates for RMIS data call

A. Post Deployment Review

- Assess the efficiency and effectiveness of RMIS
- Determine if RMIS 3.1 achieved the planned functionality
- Evaluate how RMIS 3.1 meets Bureau architectural standards
- Evaluate usefulness of various RMIS modules to the field, state and national offices

2. Lotus Notes Survey

- Contains questions on what future changes are needed
- This is your opportunity to comment.......

B. Critical RMIS dates: Please mark you calendar!!

August 30, 2002: Last date to participate in RMIS Post Deployment Review user survey

October 18, 2002: Field offices should submit all fiscal year '02 data

October 23, 2002: State office leads should complete quality assurance checks on field office data

October 21 - 25, 2002: RMIS team will be assembled in Phoenix, AZ to assist field and state offices with any last minute problems

November 1, 2002: Fiscal year 2002 data is locked into RMIS for all time

Reminders and Training Closeout

A. RMIS team members are available this afternoon and tomorrow morning for your site specific questions. See front of this notebook for schedule and telephone numbers

B. Team will be answering any of today's faxed questions that need more detailed answers

C. Complete the Post Course Assessment and Course Evaluation found on the Course Management Tool on Lotus Notes by **August 29.**

D. Be sure to visit the National Training Center's website **ntc.blm.gov** for information about recreation, land use planning, partnership, GIS and other related training.

APPENDICES
Appendix A. RMIS Team Members

Name	Time Zones	Phone / Fax / Cell / Pager	Responsibilities	E-Mail
Terry O'Sullivan	8:00 (summer) 9:00 (winter) Arizona	602.417.9434 602.417.9454 (f)	Project Manager	Terry_O'Sullivan@blm.gov
Anthony Bobo	11:00 Eastern	202.452.0333 202.452.7709 (f)	Eastern States Washington Office	Anthony_Bobo@blm.gov
Suzanne Garcia	9:00 Mountain	801.539.4223 801.539.4200 (f)	Utah Nevada	Suzanne_Garcia@blm.gov
Harold Johnson	8:00 Pacific	760.252.6041 760.252.6099 (f) 760.954.3214 (c) 760.252-6618 (p)	California Arizona	Harold_Johnson@blm.gov
Tina McDonald	9:00 Mountain	303.239.3716 303.239.3808 (f)	Colorado New Mexico	Tina_McDonald@blm.gov
Larry Ridenhour	9:00 Mountain	208.384.3334 208.384.3326 (f)	Idaho Alaska	Larry_Ridenhour@blm.gov
Krystal Clair	9:00 Mountain	307.328.4206 307.328.4373 (f)	Wyoming Montana	Krystal_Clair@blm.gov
Gregg Morgan	8:00 Pacific	541.464.3291 541.440.4948 (f)	Oregon Washington	Gregg_Morgan@blm.gov
Arizona Help Desk	8:00 (summer) 9:00 (winter) Arizona	602.417-9466 602..417-9555 (f)	Server Problems	AZ_Help_Desk@blm.gov

Appendix B

Table 4-3 Recreation Permits, Leases, and Passports on Public Lands - Administered by the BLM by State, Fiscal Year 2001

Type of Recreation Permit, Lease, or Passport

Administrative State /a/	Entrance Permits /b/	Special Area Permits /c/	Daily Use Permits /d/	Commercial Competitive & Group Permits/e/	Leases /f/	Passports /g/	Reported Revenue /h/
Alaska	0	0	4,793	17	0	13	$149,471
Arizona	0	13,634	28,734	63	50	400	$1,396,958
California	0	732	61,932	319	0	332	$723,667
Colorado	11,353	2	9,478	253	0	374	$409,737
Eastern States	0	0	0	0	0	11	$165
Idaho	1,436	442	7,894	121	0	679	$239,028
Montana	0	0	33,210	76	0	135	$205,083
Nevada	238,162	0	8,971	426	0	114	$1,959,041
New Mexico	0	0	50,468	51	0	82	$293,537
Oregon	62,202	1,269	62,287	155	0	3,162	$1,431,637
Utah	0	14,757	85,985	224	0	236	$1,759,860
Wyoming	0	0	2,918	46	0	48	$80,081
Total	**313,153**	**30,836**	**356,670**	**1,751**	**50**	**5,586**	
Reported Revenue	**$1,567,864**	**$1,027,691**	**$2,349,711**	**$2,967,451**	**$665,250**	**$70,298**	**$8,648,265**

**Table 4-3Recreation Permits, Leases, and Passports on Public Lands
Administered by the BLM by State, Fiscal Year 2001 - continued**

/a/ Arizona State Office administers BLM public lands in California along the Colorado River; Eastern States Office administers BLM public lands in the 31 States east of and bordering on the Mississippi River; Montana State Office administers BLM public lands in North and South Dakota; New Mexico State Office administers BLM public lands in Kansas, Oklahoma, and Texas; Oregon State Office in Washington; and Wyoming State Office in Nebraska.

/b/ Entrance Permits are issued for entry into some National Conservation Areas, visitor centers and other designated recreation sites. Golden Eagle Passports are accepted at these sites in lieu of payment.

/c/ Special Recreation Permits are issued for non-commercial use in certain " special areas," such as for Long Term Visitor Areas, wilderness areas, river use, and back country hiking or camping.

/d/ Daily Use Permits are issued for recreation use of facilities or services provided by the federal government, such as campgrounds, day use areas, or boat ramps.

/e/ Commercial Special Recreation Permits are issued to entities conducting business on public lands, for the purpose of providing recreational opportunities or services, without permanent facilities and less than 5 years. These are issued to outfitters, guides, vendors, and commercial competitive event organizers. Special Recreation Permits for Competitive and Organized Group Events , and are also included in the category. The total number of permits in this category is the number of new permits issued during FY2001, and does not include multi-year permits issued in previous years, but still in effect during this reporting year. Revenues paid in FY2001 for previously issued multi-year permits are included in this category.

/f/ Recreation Concession Leases are issued to entities conducting business on public lands, for the purpose of providing recreational opportunities or services, with permanent facilities. This category also includes remaining recreation resident leases in the Colorado River Corridor in Arizona and California. The revenues reported in this table are only the fees which are directed to recreation deposit accounts, and do not include the land use fees, which are accounted for in Table 3-5 (Non-Specific Land Use Authorizations).

**Table 4-3Recreation Permits, Leases, and Passports on Public Lands
Administered by the BLM by State, Fiscal Year 2001 - concluded**

/g/ Golden Passports (Eagle, Age, Access) are issued for the purpose of providing discounts for certain entrance fees and daily use fees at federal facilities. Included in this count and revenues are the fees collected for National Park Service Holograms.

/h/ The total revenue includes the amount recorded in the Recreation Management System as received by the BLM for recreational use of public lands and deposited. The recreation fees are collected under a variety of authorities, including the Land & Water Conservation Fund Act, Recreation Fee Demonstration Program Authority, Cost Recovery, Oregon & California Lands, and other contributions received from the permittee or leasee.   Official accounting for permit, lease, and passport revenues received are found in BLM's Financial Management System.

Source: BLM Recreation Management Information System Reports (FY 2001)

Appendix C
Table 4-3 Recreation Permits, Leases, and Passports on Public Lands
Administered by the BLM by State, Fiscal Year 2002 (3rd Quarter Report)
(with data pulled on July 24-25, 2002 from RMIS and CBS)

Type of Recreation Permit, Lease, or Passport

Administrative State /a/	Entrance Permits /b/	Special Area Permits /c/	Daily Use Permits /d/	Commercial Competitive & Group Permits/e/	Leases /f/	Passports /g/	Reported Revenue /h/ (CBS)
Alaska	0	0	0	6	0	0	$165,168
Arizona	0	0	1,459	54	50	7	$827,252
California	0	12	892	61	0	74	$831,691
Colorado	0	0	271	47	0	0	$301,088
Eastern States	0	0	0	0	0	0	$3,760
Idaho	0	0	0	12	0	0	$326,722
Montana	0	0	124	21	0	0	$163,348
Nevada	0	0	2,283	339	0	0	$1,307,895
New Mexico	0	0	0	6	0	0	$187,988
Oregon	0	8	563	36	0	0	$976,087
Utah	0	1	439	76	0	0	$1,386,338
Wyoming	0	0	0	32	0	0	$71,078
Total Permits	**0**	**21**	**6,031**	**690**	**50**	**81**	*$6,548,415*

Recreation Revenues by Fund Account (CBS)

Fee Demonstration	$1,016,553	$226,537	$1,632,038	$2,477,764	$241,259	$152,922	$5,747,073
Land & Water Cons. Act	$0	$411	$18,835	$752,088	$0	$0	$771,334
Other Authorities	$0	$0	$30,008	$0	$0	$0	$30,008
Total Reported Revenue	**$1,016,553**	**$226,948**	**$1,680,881**	**$3,229,852**	**$241,259**	**$152,922**	**$6,548,415**

**Table 4-3Recreation Permits, Leases, and Passports on Public Lands
Administered by the BLM by State, Fiscal Year 2002 (3rd Quarter) - continued**

/a/ Arizona State Office administers BLM public lands in California along the Colorado River; Eastern States Office administers BLM public lands in the 31 States east of and bordering on the Mississippi River; Montana State Office administers BLM public lands in North and South Dakota; New Mexico State Office administers BLM public lands in Kansas, Oklahoma, and Texas; Oregon State Office in Washington; and Wyoming State Office in Nebraska. (STATES; This standard narrative is a little different than what shows up in other PLS reports and in RMIS (like the comparison I recently sent out. Please let me know where it is incorrect in this narrative.)

/b/ Entrance Permits are issued for entry into some National Conservation Areas, visitor centers and other designated recreation sites. Golden Eagle Passports are accepted at these sites in lieu of payment.

/c/ Special Recreation Permits are issued for non-commercial use in certain " special areas," such as for Long Term Visitor Areas, wilderness areas, river use, and back country hiking or camping. (Be sure to enter permit counts in the Special Area permit entries, otherwise 10,000 permit could be shown as the default in "1"...and it will look like nothing is going on in these areas)

/d/ Daily Use Permits are issued for recreation use of facilities or services provided by the federal government, such as campgrounds, day use areas, or boat ramps.   (In this report, the $$$$ includes some multi-agency permits, which we will eliminate if they are just pass through $$$- I am working with Oregon on this presently to sort it out).,

/e/ Commercial Special Recreation Permits are issued to entities conducting business on public lands, for the purpose of providing recreational opportunities or services, without permanent facilities and less than 5 years. These are issued to outfitters, guides, vendors, and commercial competitive event organizers. Special Recreation Permits for Competitive and Organized Group Events , and are also included in the

category. The total number of permits in this category is the number of new permits issued during FY2001, and does not include multi-year permits issued in previous years, but still in effect during this reporting year. Revenues paid in FY2001 for previously issued multi-year permits are included in this category.

(In this year's PLS, I will list both the issued and previously issued, but active permit to reflect workload. See last page to get an idea what it will look like for your state if the active were included.)   (Be sure to enter actual permit counts in the Commercial River permit entries, otherwise 10,000 permit could be shown as the default in "1...and it will look like nothing is going on in these areas).

Table 4-3Recreation Permits, Leases, and Passports on Public Lands
Administered by the BLM by State, Fiscal Year 2002 (3ʳᵈ Quarter) - concluded

/f/Recreation Concession Leases are issued to entities conducting business on public lands, for the purpose of providing recreational opportunities or services, with permanent facilities. This category also includes remaining recreation resident leases in the Colorado River Corridor in Arizona and California. The revenues reported in this table are only the fees which are directed to recreation deposit accounts, and do not include the land use fees, which are accounted for in Table 3-5 (Non-Specific Land Use Authorizations). (This is just a carry over from last years....will need to add new report to get current totals....will do by the end of the year)

/g/Golden Passports (Eagle, Age, Access) are issued for the purpose of providing discounts for certain entrance fees and daily use fees at federal facilities. Included in this count and revenues are the fees collected for National Park Service Holograms.

/h/The total revenue includes the amount recorded in the ~~Recreation Management System~~ Collections and Billings System as received by the BLM for recreational use of public lands and deposited. The recreation fees are collected under a variety of authorities, including the Land & Water Conservation Fund Act, Recreation Fee Demonstration Program Authority, Cost Recovery, Oregon & California Lands, and other contributions received from the permittee or leasee. ~~Official accounting for permit, lease, and passport revenues received are found in BLM's Financial Management System.~~ (Note, in the EOY report, all revenues which BLM keeps will be recorded in PLS. Passthrough money to other agencies will be noted in a footnote by State).

Source: BLM Recreation Management Information System Reports (FY 2002) and CBS Report (7/25/02).

Appendix D - Collection and Billing System State Contact List

State	Core Team Lead – SO	Core Team Members – SO and FO
AK	Rick Gregg 907 271-3195	Carol Taylor 907 271-5068
AZ	Tony Smith 602 417-9367	Charlotte Keller 928 505-1270
CA	Susan Mello 916 978-4412	Michele Hall 916 985-4474
CO	Peggy Hooten 303 239-3755	Demaris Chess 719 269-8507
ES	Diana Lamonica 703 440-1525	
ID	Virginia Pherigo 208 373-4036	Diane Hartman 208 373-3896 Ginny Jordan-Hoffman 208 373-4035
MT	Teri Bakken 406 896-5069	Jeanette Reichert 406 896-5070 Yvonne Wood 406 233-2803
NM	Roberta Sandoval 505 438-7462	Arcie Alvarez 505 627-0272 Laura Stich 918 621-4157 Kay Elliott 806 324-2695 Brenda Garcia 505 438-7445 x245
NV	Patience York 775 861-6528	Janet Netcher 775 289-1811
OR	Colleen McBeth 503 808-6174	Sally Hall 541 473-6211 Kathy Angstrom 503 315-5910
UT	Dave Mascarenas 801 539-4006	Gayle Anderson 775 475-2222
WY	Ilze Karklins-Powers 307 775-6293	Bette Tallabas 307 775-6138 Nancy Wright 307 775 6136 Sandy Lindahl 307 261-7613
	CBS Help Desk 303 236-6795	

Appendix E. Collections and Billings System Using CBS to view Recreation Deposits

In the Netscape URL box, enter: cbs.blm.gov, or you can access from the RMIS Help Page.

Click on: <u>CBS Brio Reports</u>

In the lower left column, click on "<u>Transaction Statistics 2002</u>" (2001 or 2000)

In the box called: "Select from Drop Boxes to Set Limits", enter the State code and your office code in the second box (ie. CA320). You don't need to put anything in the 3rd or 4th boxes.

On the same screen, in the pull down box called "Section Menu", (top right) select "Commodity Pivot"

Find the word, "Recreation" in the Commodity column, there may be several items with recreation (SRPS, RUPS, LTVA, Other, etc.). Hold the control key down and left click on all "recreation commodities" to select, then right click and select "Focus on Item". This eliminates everything but recreation data.

Note: If your screen does not have label boxes open on bottom, then select "Outliner" on the gray bar on the top right of your screen. This will open these boxes.

On the BRIO menu bar, click on the sixth icon subtitled "Show Section/Catalog" (a box with two unequal columns with dashes in it).   This opens more options on the left side of the screen.

In the white screen under Section, drag " Subject" and then "Action" into the box called "Side Labels", separately. Drop them after the word "Commodity"

Adjust width of first three columns - Widen or shrink them to see all columns.

There will be other columns in the table, to hide, click on that column then right click on hide item. Or you can remove in the "label or facts" box (see step #12).

In the lower "label or facts" boxes, if there is information in the table you don't want, select it, then hit "remove" to delete the information in the table.

To print, click on the printer Icon on the BRIO menu bar. Check properties to be sure it's set to landscape, not portrait.

Appendix F - Pinedale Resource Management Plan
Table 8
Off-Road Vehicle Designations

Name of Area	Type of Designation	Season/Dates of Restriction	Acres	Resource Being Protected
Scab Creek Area	Closed	year round	7,636	Wilderness
Rock Creek ACEC	Closed	year round	4,200	Wildlife, Watershed
Holden Hill	Closed	year round	120	Cultural
Bench Corral Feedground	Limited to authorized personnel only	11/15-4/30	42,230	Wildlife
Fall Creek Feedground	Limited to authorized personnel only	11/15-4/30	714	Wildlife
Finnegan Feedground	Limited to authorized personnel only	11/15-4/30	2,698	Wildlife
Franz Feedground	Limited to authorized personnel only	11/15-4/30	1,160	Wildlife
North Piney Feedground	Limited to authorized personnel only	11/15-4/30	2,519	Wildlife
Scab Creek Feedground	Limited to authorized personnel only	11/15-4/30	1,870	Wildlife
Miller Mountain	Limited seasonally	11/15-4/30	118,543	Wildlife

Deer and Antelope Winter Range	Limited seasonally	11/15-4/30	158,600	Wildlife
Mount Airy Open Area	Open	year round	8,178	Recreation
Big Piney Open Area	Open	year round	1,600	Recreation
Remainder of Resource Area	Limited to existing roads and trails	year round	357,662	All
Total Acres			**931,000**	

Appendix G - FY2002 RMIS ACTIVITY GROUPS AND ACTIVITIES

CAMPING & PICNICKING
Camping
Picnicking
Cabin Use

NON-MOTORIZED TRAVEL
Backpacking
Hiking/Walking/Running
Bicycling-Road
Bicycling-Mountain
Horseback Riding
Pack Trips

SPECIALIZED NON-MOTOR SPORTS, EVENTS, & ACTIVITIES
Archery
Caving
Climbing-Mountain/Rock
Dog Trials
Gathering Non-Commercial Products
Golf
Hang-Gliding/Parasailing
Model Airplane/Rockets
Orienteering
Photography
Racing-Adventure
Racing-Horse Endurance
Racing-Foot
Racing-Bicycle
Re-enactment Events/Tours
Land/Sand Sailing

Sandboarding
Rockhounding/Mineral Collection
Social Gathering/Festival/Concert
Skating-Roller/Inline
Specialized Sport/Event (Non-motorized)
Spectator Sport
Staging/Comfort Stop
Target Practice
Vending/Services

INTERPRETATION, EDUCATION & NATURE STUDY
Nature Study
Environmental Education
Interpretative Programs
Therapeutic Programs
Viewing-Interpretative Exhibits
Viewing-Cultural Sites
Viewing-Scenery/Landscapes
Viewing-Wild Horses
Viewing-Wildflowers
Viewing-Other

SWIMMING & OTHER WATER BASED
Swimming/Water Play
Diving/Snorkling
Hot Springs/Soaking

04/16/01

HUNTING
Hunting-Big Game
Hunting-Small Game
Hunting-Upland Birds
Hunting-Waterfowl
Hunting-Other
Trapping

FISHING
Fishing-Freshwater
Fishing-Saltwater

BOATING/NON-MOTORIZED
Canoes/Kayaks
Row/Float/Raft   (was NM Boating)
Sailing
Windsurfing

BOATING/MOTORIZED
Power Boating
Personal Watercraft
Water Skiing
Wake Boarding

DRIVING FOR PLEASURE
Driving for pleasure

OFF-HIGHWAY VEHICLE TRAVEL
OHV-Cars/Trucks/SUVs
OHV-ATV
OHV-Dunebuggy
OHV-Motorcycle
OHV-Ultralight

SPECIALIZED MOTOR SPORTS & EVENTS
Racing-Auto Track
Racing-OHV (Cars/Trucks/Buggies)
Racing-ATV
Racing-Motorcycle
Other Motor Sport/Event

WINTER/NON-MOTORIZED
Dog Mushing
Ice Climbing
Ice Skating
Skiing-Cross Country
Skiing-Downhill
Ski-Joring
Snowshoeing
Snowboarding
Snowplay

SNOWMOBILING & OTHER WINTER MOTORIZED
Snowmobiling
Other Winter OHV

[*Activities shown in italics are new activities available in RMIS.   Some activities from FY 2000 have been modified in name or combined with other activities.*]

Appendix H - Instruction for Acrobat Reader – RMIS PDF reports

To do this, you need to know which version of Acrobat you are using. You can find the Acrobat version by following these steps:

- Open Acrobat Reader using – Start->Programs->Adobe Acrobat->Acrobat Reader
- In the Acrobat Reader Menu, Choose Help->About Adobe Acrobat
- Read the version number from the About Window

After you have determined they version number you'll need to change you configuration to Helper Application. Follow the steps for your version as listed below:

Acrobat 3 (3.0, 3.1 …)

This earlier version of Acrobat does not seem to have a problem reading PDF files from RMIS as either a plugin or a helper application. You should not need to change any configuration is you are using this older version of Acrobat.

Acrobat Reader 4.05 (4)

Before beginning, close all Netscape and Internet Explorer Windows.

1. Start Acrobat Reader (using Start->Program->Adobe Acrobat->Acrobat Reader)
2. From the Menu choose File->Preferences->General
3. UNCHECK the option 'Web Browser Integration', to tell Acrobat to act as a Helper Application. If this option is checked it will act as a plugin.
4. Click OK
5. Exit Acrobat
6. Restart Netscape and try RMIS Reports.

Acrobat Reader 5

Before beginning, close all Netscape and Internet Explorer Windows.

1. Start Acrobat Reader (using Start ->Programs->Adobe Acrobat->Acrobat Reader)
2. From the Menu choose Edit->Preferences
3. Select 'Options' in the preferences panel
4. UNCHECK the option 'Display PDF in Browser', to tell Acrobat to act as a Helper Application. If this option is checked it will act as a plugin.
5. Click OK
6. Exit Acrobat
7. Restart Netscape and try RMIS Reports

BROADCAST FAX FORM
FAX Number - (602) 906-5701

From	Phone: FAX:
Question Directed To:	

Question or Comment

FAX Number - (602) 906-5701

If you push-to-talk system does not work, you can call in your questions at (877) 709-5346 (toll free)

Greater Phoenix Area (602) 943-2279

HELP SESSION FORM - Fax this form to NTC at 602-906-5701

From	Phone:
RMIS Office:	**BEST TIME TO CALL ME:** AZ Time) __ 8/22 1:00-3:00p __ 8/23 8:00-10:00a __ 8/22 3:00-4:30p __ 8/23 10:00-11:30a

Describe in as much detail as possible so the RMIS team can check specific page, report, or query to duplicate your problem area. Include specific RMA, site, permit, etc., as appropriate.

Fax this form to NTC at 602-906-5701 -RMIS Team will work on problem and call you back
You can also call the team during Help Sessions at 602-906-5689 and 602-906-5666